

2019

How to change into the new categories

DPA-SYSTEM

DANISH PRODUCER RESPONSIBILITY REGISTER

DANSK PRODUCENTANSVARS-SYSTEM | info@dpa-system.dk

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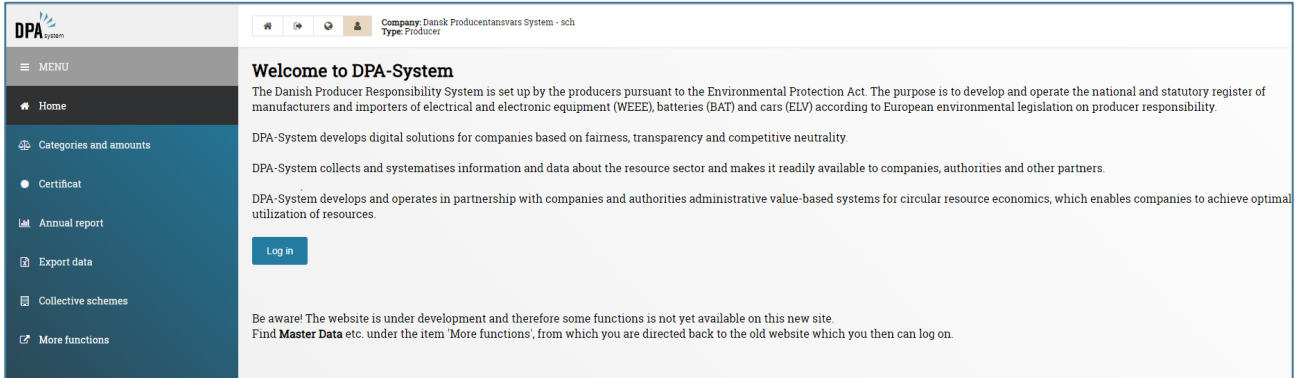
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Please note that you should not report quantities on the new categories until the next reporting period 1 January - 31 March 2020.	4

NOTE! You should not report quantities in connection with the change of categories. Quantities for new categories are to be reported in the period 1 January to 31 March 2020

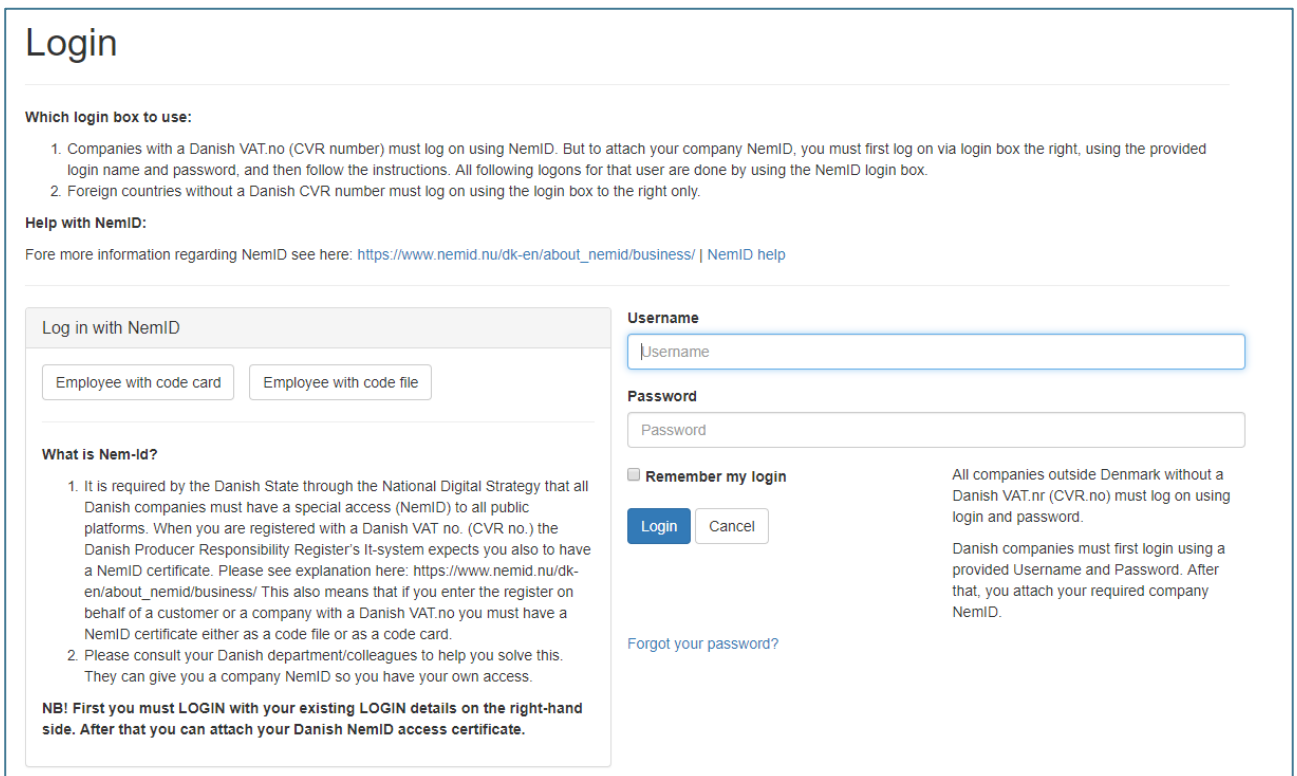
Start by logging in

This URL: <https://selfservice.dpa-system.dk/>

1. Login - start page (if you want to work in English, change language by clicking the globe in the upper left-hand corner).



2. LOGIN with Nem-ID OR one-time password. NOTE! You should only use the one-time password (right-hand side of the screen) if you have not yet attached your Nem-ID.



If you want to see your existing categories?

3. Select - Export of data, select year and the information you want to check. Then an excel sheet opens.

DPA system

Company: Dansk Producentansvars System - sch
Type: Producer

Export data

Export data from reported years

Choose from which year to which year you would like data from ⓘ

From 2006 To 2019

Include

- Master data
- Categories
- Marketed quantities
- Collected quantities
- Treated quantities
- Budgeted amounts
- Allocated collection sites
- All collection sites (master data and material)
- Attestations

Download

Select your new categories

4. Menu item Categories and quantities - select year 2019 in the upper labels. Mark category - selected categories turn green. Do not report quantities. Click 'Save' in the lower part of the screen.

DPA system

Company: Dansk Producentansvars System - sch
Type: Producer

Categories and amounts

Select or deselect categories of electronic equipment (EE), batteries (BAT) and/or vehicles (ELV) which the company produces/imports in order to sell on the market

2019 2018 2017 2016 2015 2014

WEEE

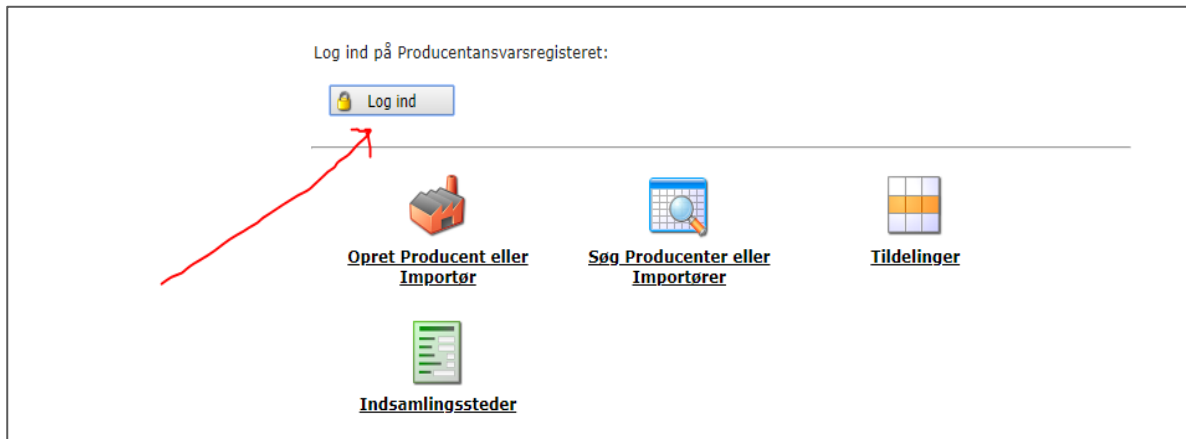
Category	Household	Business
1. Temperature Exchange Equipment (New)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Screens & Monitors (New)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Light Sources (New)	<input type="checkbox"/>	<input type="checkbox"/>
4. Large Equipment (New)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Small Equipment (New)	<input type="checkbox"/>	<input type="checkbox"/>
6. Small IT and telecommunications equipment (New)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Photovoltaic panels (New)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The conversion is done!

Where are the master data?

If you want to check your contact information, click the menu “More functions” after which you are transferred to the old system “My space” where you see the icon “Master data”.

Click the “Log in” button - you are still logged in, so you do not need to use your Nem-ID again.



END

Please note that you should not report quantities on the new categories until the next reporting period 1 January - 31 March 2020.